



## State of Tennessee Department of Children's Services New/Revised Policies and Updates

TO: All Department of Children's Services Employees  
FROM: Mary Hubbert, Policy Development Coordinator  
Planning and Policy Development  
DATE: September 2, 2008

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies or deletion of policies. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

If there are questions or if other information is needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

Please note: Policies and forms are [linked](#) on this list as a courtesy for ease of access. If links do not work properly, please contact us and/or go to the policies or forms web pages to access documents.

**\*These policies have been revised to update into new document format; update employee titles (i.e., from "Assistant Commissioner" to Executive Director", etc. and other DCS titles as necessary); obtain the current commissioner's signature (i.e., we have several policies with former Commissioner's approval signatures, etc.); update applicable TCA Codes; DCS best practice, COA, ACA standards and forms, and add purpose statement.**

|    | Policy No. | Policy/Other Document                      | Policy Chapter | Effective/ Revision Date | ***Forms Associated with Policies and Procedures   |
|----|------------|--|----------------|--------------------------|--|
| 1. | 4.1        | <a href="#">Employee Background Checks</a> | 4              | 09/30/08                 | <a href="#">CS-0668, Authorization for Release of Information to DCS</a><br><a href="#">CS-0687, Internet Records Clearance</a><br><a href="#">CS-0741, Database Search Results</a><br><a href="#">CS-0845, Background Checklist and Results Summary</a> |

\*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

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|---|------------|--|----------------|--------------------------|--|
| <b>New Policy; Major policy review required. <i>ON PREVIEW!</i></b>   |            |  |                |                          |  |
| 2.  | 13.26      | <a href="#">Probation Referrals</a>  | 13             | 09/15/08                 | <a href="#">CS-0043 Rules of Probation</a><br><a href="#">CS-0158 Notification of Equal Access to Programs and Services</a><br><a href="#">CS-0582, Individual Program Plan (IPP) Probation &amp; Aftercare</a><br><a href="#">CS-0559 Authorization for Release of Child Specific Information from the Department of Children's Services</a><br><a href="#">CS-0668 Authorization for Release of Information to the Department of Children's Services</a><br><a href="#">CS-0703, Adjudication Notification to School Principals</a><br><a href="#">CS-0777, Family Functional Assessment</a><br><a href="#">CS-0801 Probation Intake Referral</a><br><a href="#">CS0843, Youth and Family Intervention Agreement, (YFIA)</a> |
| <b>Summary of Policy revisions for 13.26; Supersedes: 13.26, 11/01/06; Policy revised to clarify and define procedures for opening probation cases on youth on probation. Major policy review required.</b>   |            |  |                |                          |  |
| 3.  | 14.5       | <a href="#">Child Protective Services Planning, Initiation and Assessment of Safety and Protection</a> | 14             | 08/01/08                 | <a href="#">CS-0533, Medical Services Authorization for Non-TennCare Eligible Children</a><br><a href="#">CS-0729, Child Abuse Review Team</a><br><a href="#">CS-0714, Checklist for Good Faith Attempts to Locate</a>   |
| <b>Summary of Policy revisions for 14.5: Supersedes 14.5, 01/01/08:</b> Added Section E to reference various Work Aids used to conduct various investigative tasks and activities. (Note: Work aids have always been listed in <u>Collateral</u> section of policy, but were not referenced in procedures of policy.) Minor policy review required. |            |  |                |                          |  |

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|---|------------|--|----------------|--------------------------|---|
| 4.  | 15.11      | <a href="#">Adoption Assistance</a>    | 15             | 09/01/08                 | <a href="#">CS-0460 Intent to Adopt/Adoption Assistance Application</a><br><a href="#">CS-0674 Special or Extraordinary Rate Request</a><br><a href="#">CS-0513 Adoption Assistance Agreement</a><br><a href="#">CS-0459 Adoption Assistance Renewal Affidavit</a><br><a href="#">CS-0686 Notice of Denial, Termination, or Change in Adoption Assistance</a><br><a href="#">CS-0403 Appeal for Fair Hearing Substitute W-9</a><br><a href="#">CS- 0809 Verification of Full Time School Attendance</a><br><a href="#">CS-0821 Certification of Eligibility for Title IV-E/State Funded Adoption Assistance</a> |
| <b>Summary of Policy revisions for 15.11: Supersedes 03/01/08:</b> Revisions made to sections L, item 1, N, item 1 and O, item 8 added. Minor policy review required. |            |  |                |                          |   |
| 5.  | 16.4       | <a href="#">Resource Home Approval</a> | 16             | 10/01/08                 | <a href="#">CS-0845- Background Checklist and Results Summary</a><br><a href="#">CS-0741- Database Search Results</a><br><a href="#">CS-0871 – Resource Family Disaster Plan</a><br><a href="#">CS- 0688 – Resource Parent Application for Parenting</a><br><a href="#">CS-0690 - Resource Home Study and Verifications Checklist</a>   |

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|  |            |  |                |                          | <a href="#"><u>CS-0668 - Authorization for Release of information (for all adults in the home)</u></a><br><a href="#"><u>CS-0691 - Fingerprint Card Information</u></a><br><a href="#"><u>CS-0687 - Internet Records Clearance (for all adults in the home)</u></a><br><a href="#"><u>CS-0676 - Home Safety Checklist</u></a><br><a href="#"><u>CS- 0431 - Monthly Income &amp; Expenditures Form</u></a><br><a href="#"><u>CS-0687 – Resource Parent Medical Report (for all adults in the home)</u></a><br><a href="#"><u>CS 0427 – Child’s Medical Record (for all children in the home)</u></a><br><a href="#"><u>CS-0673 - Oath of Confidentiality</u></a><br><a href="#"><u>CS-0670 - Oath to Report Suspected Child Abuse or Neglect and to Abide by Child Safety Restraint Laws</u></a><br><a href="#"><u>CS-0553 – Discipline Policy</u></a><br><a href="#"><u>CS-0709, - Resource Home Recording</u></a><br><a href="#"><u>CS- 0697 - REACT Family Entry Form</u></a><br><a href="#"><u>Substitute W-9 Form</u></a><br><a href="#"><u>CS-0702 - Resource Parent Approval</u></a><br><a href="#"><u>CS-0845- Background Checklist and Results Summary</u></a> |
| <b>Summary of Policy revisions for 16.4: Supersedes 16.4, 12/21/07: Policy statement revised to add:</b> “Legal Permanent Resident” terminology; Revisions made to Sections C-5 and C-5 note; D, item 2; H, item 2; Added two new forms: <a href="#"><u>CS-0845, Background Checklist and Results Summary</u></a> and <a href="#"><u>CS-0871, Resource Family Disaster Plan</u></a> – Major policy review required. <b>ON PREVIEW!</b> |            |  |                |                          |  |
| 6.   | 16.8       | <a href="#"><u>Responsibilities of Approved Resource Parents</u></a> | 16             | 10/01/08                 | <a href="#"><u>CS-0675, Resource Family Cover Sheet</u></a><br><a href="#"><u>CS-0630, Resource Home Prescription Medication Record</u></a>  |

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|  |            |                       |                |                          | <a href="#"><u>CS-0668, Authorization for Release of information</u></a><br><a href="#"><u>CS-0687, Internet Records Clearance</u></a><br><a href="#"><u>CS- 0431, Monthly Income &amp; Expenditures Form</u></a><br><a href="#"><u>CS-0689, Health Services Confirmation and Follow up Notification</u></a><br><a href="#"><u>CS-0673, Oath of Confidentiality</u></a><br><a href="#"><u>CS-0670, Oath to Report Suspected Child Abuse or Neglect and to Abide by Child Safety Restraint Laws</u></a><br><a href="#"><u>CS-0553, Discipline Policy</u></a><br><a href="#"><u>CS-0692, Resource Home Mutual Re-assessment</u></a><br><a href="#"><u>CS-0707, Annual Resource Parent Medical Self Report</u></a><br><a href="#"><u>CS-0678, Resource Parent Medical Report</u></a> (if Applicable)<br><a href="#"><u>CS-0702, Resource Parent Approval</u></a><br><a href="#"><u>CS-0493, Standard Claim Invoice</u></a><br><a href="#"><u>CS-0685, Resource Home Update Checklist</u></a> (If Applicable)<br><a href="#"><u>CS-0706, Runaway/Escapee Checklist</u></a> (If Applicable)<br><a href="#"><u>CS-0698, REACT Status Form</u></a> (if applicable)<br><a href="#"><u>CS-0741, Data Base Search Results</u></a><br><a href="#"><u>CS-0773, Resource Home Addendum</u></a><br><a href="#"><u>CS-0846 Background Checklist and Results Summary</u></a><br><a href="#"><u>CS- 0871 Resource Family Disaster Plan</u></a> |

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|   |            |  |                |                          |  |
| <b>Summary of Policy revisions for 16.8: Supersedes 16.8, 10/01/07; Revisions made to Sections A, item 8, E, item 3, O, item 1, items C and D and 5th bullet; O, item 2, N, item 2; Added two new forms: <u>CS-0845, Background checklist and Results Summary</u> and <u>CS-0871, Resource Family Disaster Plan.</u> Major policy review required. <b>ON PREVIEW!</b></b> |            |  |                |                          |  |
| 7.  | 31.17      | <a href="#">Broker Day Care Services</a> | 31             | 10/01/08                 | <b>CS- 0556 Broker Day Care Referral and Authorization</b> |
| <b>Summary of Policy revisions for 31.17: Supersedes 31.17, 03/01/08; Policy title changed to “<u>Broker Day Care Services</u>”; Purpose statement revised; Revisions made to Sections B, item 1; F, item 2. Major policy review required. <b>ON PREVIEW!</b></b>   |            |  |                |                          |  |

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